

RESUME

ZISHAN AKHTAR

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Address: - FCA-803/H, Block C, S.G.M Nagar,
NIT Faridabad-121001, Haryana, India.

Objective

To pursue a challenging career with a scope for improvement and growth, fulfilling the organizational goals in the chosen field of career.

Educational Qualification

- 10th Passed from H.B.S.E Board School.
- 12th Passed from H.B.S.E Board School.
- B. Com from I.G.N.O.U.
- Computer operator and programming assistant from GOVT. ITI.

Skills

HTML, CSS, JS, Excel, MS office, Communication skills, Customer services skills, Negotiation, Confidentiality, Documentation Skills, Equipment Maintenance, Problem Solving, Data processing, Big Data handling And Desktop Peripherals.

Experience

HOME GUARD OFFICE 2023-Present

JR. Front-End developer, MS-Excel, MS-Word, Salary Making.

OKAYA ELECTRIC VEHICAL 2022-2022

Sales executive, Making Bills, Reminding for Services.

INNOVE SOURCE 2021-2022

Sales executive, Selling Credit cards & insurance.

DIP 2020-2021

Data entry, Solving Query, Reporting daily process Via Email.

Personal Details

Fathers Name: Akhtar Ansari

Date of Birth : 26th/June/2000

Marital Status : Unmarried

Nationality : Indian

Hobbies : Reading, Writing, DIY, Photography, Traveling.

Language Known: Hindi and English

Declaration

I hereby declare that the above-mentioned information is true.